

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

**CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO**
Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: December 17, 2015
No: BE4-15

CLASSIFICATION
CAFETERIA MANAGER
(Canton Board of Education)

Starting Hourly Rate
\$ 14.62

FILING OF APPLICATION

Application must be made on the special closed or regular open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, Canton, OH 44702, or open applications only may be printed from www.cantonohio.gov under “City Government”, “City Services”, “Civil Service, then “View School Jobs”. Application, driver’s license copy, current resume, and any other documentation pertaining to this position must be received by our office no later than **Wednesday, January 13, 2016 at 3:00 p.m.**

ORAL INTERVIEW EXAMINATION

ORAL INTERVIEW: Subsequent to the filing of the application, the candidate will be assigned an interview time and date.

LOCATION: Canton Civil Service Commission Office, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702.

SCOPE: The examination will consist of an oral interview approximately 15-20 minutes in length. The interview will measure experience base on food safety; food production; financial management; operations/general management; nutrition and other related areas.

This is a combined promotional and open examination. The promotional exam is limited to Canton City School Employees in the classified Civil Service position of Cafeteria Cook who have successfully completed their probationary period by the filing deadline of January 13, 2016. Applicants for the open examination must show that they are a reliable worker and must be a U.S. citizen, or have a legally declared their intention of becoming a U.S. citizen.

MINIMUM ACCEPTABLE TRAINING & EXPERIENCE

All applicants must be a high school graduate or possess a GED. All candidates must have at least one (1) year of full-time work experience in quantity food preparation (experience with Canton City School Food Service meets this requirement) or two (2) years full-time experience in public or commercial food service (experience with Canton City School Food Service meets this requirement.) Required experience need not be continuous or with the same employer. Supervisory experience in food service is highly desirable.

Since this position of employment is in a school setting, all applicants must be able to demonstrate that they are responsible to the community by setting an appropriate example to the students. In this regard, applicants must not have been convicted of a felony in this, or any other state, nor may they be habitual abusers of alcohol or drugs. Under the authority granted by Ohio Revised Code 3319.311, the Canton City Schools are required to do a background check to the Bureau of Criminal Identification and Investigation for records on employment candidates.

******IMPORTANT NOTICE TO VETERANS******

As provided in ORC 124.23C, any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is an Ohio resident and any member of a reserve component of the armed forces of the United States, including the Ohio national guard, who has completed more than 180 days of active duty service pursuant to an executive order of the president of the United States or an act of congress of the United States may file with the director a certificate of service or honorable discharge (DD-214 – Long version), and upon this filing, the person shall receive additional credit of twenty percent (20%) of the person’s total grade given in the examination in which the person receives a passing grade.

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes the member’s initial entry-level training shall receive a credit of fifteen percent (15%) of the person’s total grade given in the examination in which the person receives a passing grade.

Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

RESIDENCY BONUS

Applicants for the open exam who have resided within the Canton City School District for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%

RATING

Applicants for the promotional exam will receive, in addition to a passing score, credit for job seniority.

Applicants for the open examination will receive, in addition to a passing score, bonus credit for Veterans preference and School District residency preference.

Upon completion of the examination process, candidates who receive a passing score will be placed on the established appropriate list (promotional or open) of eligibles for a period of one (1) year.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver’s License or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for employment for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

DUTIES

Under the general supervision of the Supervisor of Food Services, the Cafeteria Manager is responsible for maintaining high standards of food preparation and service for a Canton City School cafeteria and performing related duties as required.

BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator